

## FACILITIES MAINTENANCE COORDINATOR

### NATURE OF WORK

This is responsible technical, supervisory work directing the maintenance, repair and capital improvement construction activities of large secondary and advanced wastewater treatment facilities.

Work involves responsibility for directing the maintenance programs and maintenance operations of the City's wastewater treatment facilities including electrical supply and co-generation facilities, biosolids handling, odor control facilities, injection and agricultural farming operations, wastewater reuse, special liquid waste handling facility, laboratory and related facilities; wastewater collection system pumping stations and maintenance shop; storm water pumping stations; and all associated automatic monitoring, controls, instrumentation, structures, buildings and grounds. Work is performed under the general direction of an administrative superior and reviewed through conferences, completed projects and adherence to developed and applicable standard maintenance and operational plans and procedures. Supervision is exercised over subordinate skilled and semi-skilled employees.

### EXAMPLES OF WORK PERFORMED

Plans, directs and supervises the overall maintenance operations, and the work of personnel, including identifying and determining resources, programs, operational parameters, and requirements to operate and maintain treatment process equipment, electrical and mechanical equipment, controls, instrumentation, telemetry buildings, roadways and grounds associated with the City's wastewater treatment facilities, chemical odor control facilities, biosolids injection facilities, including terraces, waterways and drainage ditches; collection system pumping stations; and stormwater pumping stations.

Develops, maintains and reviews facility maintenance and preventive maintenance procedures and programs, utilizing a computerized maintenance management system; monitors quality of repair and maintenance programs and work.

Assists in identifying, developing and reviewing annual budget needs including levels of maintenance, equipment replacement needs, and capital improvement programs; prepares and assists in the preparation of supporting documentation.

Directs and supervises the on-going updating and implementation of the planned preventive and corrective maintenance of facilities and related standard operating procedures; monitors and controls expenditures of operating budget for maintenance activities and programs.

Plans, directs and supervises the overall maintenance of buildings, structures and associated HVAC systems not related to the treatment facilities to include budgeting and long term planning for capital maintenance and replacement; manages contractual services associated with selected equipment, buildings and control systems.

Plans, directs and supervises the overall operation and maintenance of the treatment facilities liquid biosolids land application programs; determines loading rates in accordance with federal and state NPDES operating permit requirements; oversees and coordinates surface water runoff and groundwater

monitoring program; manages contract farming operations and sales of crops; coordinates farm

management and soils analysis services; prepares and submits annual reports of land application activities and loading parameters.

Plans, directs and prepares specifications and contracts for requisitioning and purchasing maintenance supplies, capital outlay and general replacement equipment and materials.

Directs and reviews daily operating adjustments to mechanical and electrical operating equipment based on information gathered from SCADA, automatic instrumentation devices and monitoring systems; determines if equipment is calibrated, operating and functioning properly.

Assists in and coordinates the maintenance of the Bluff Road Landfill leachate pumping facilities.

Responds to emergency calls regarding wastewater pumping, treatment facilities, piping, storm water pumping, biosolids injection, laboratory and related divisional operations and determines corrective measures.

Coordinates and conducts technical and safety training, educational programs and classes for maintenance staff.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the construction, repair and maintenance of a wide variety of specialized equipment, including electrical co-generation units, related to large secondary and advanced wastewater treatment pumping, and solids handling facilities.

Thorough knowledge of the specialized electrical and electronic controls, instrumentation, SCADA monitoring, telemetry and control systems, physical equipment, structures and testing apparatus related to the maintenance and operation of facilities.

Thorough knowledge of occupational hazards and employee safety as they relate to the maintenance of large secondary and advanced wastewater treatment pumping, biosolids handling and storm water pumping wastewater treatment facilities.

Thorough knowledge of federal, state and local rules and regulations governing treatment facility maintenance procedures including the management and handling of wastewater residuals and biosolids and landfill leachate.

Considerable knowledge of microcomputers and ability to program and develop computerized applications using spreadsheets, word processing, databases, etc.

Knowledge of bacteriology and chemistry as it applies to wastewater treatment, agricultural solids, and surface and groundwater quality.

Ability to plan, schedule, assign, supervise, inspect and evaluate the work of subordinate personnel.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established maintenance plans, procedures and practices.

Ability to plan and conduct technical training programs for maintenance staff.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City officials, superiors, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in mechanical engineering, electrical engineering, environmental engineering or related field with considerable experience in the repair and maintenance of specialized and highly automated equipment related to large secondary and advanced water or wastewater treatment, pumping, biosolids, and storm water pumping facilities and operations, and considerable experience in the maintenance of buildings and grounds related to such facilities plus considerable experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a vocational/technical school with an associates degree, or two (2) years of college-level course work, in mechanical or electrical engineering or related field and considerable related work experience in the repair and maintenance of specialized equipment related to large secondary and advanced water or wastewater treatment and pumping facilities including experience in the maintenance of buildings and grounds related to such facilities plus experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a Nebraska Class IV Wastewater Treatment Plant Operator certification or ability to obtain within six (6) months of assignment to this class.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

2/2001  
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